DISTRICT 3 RIGHT OF WAY PLANS CHECKLIST

NOTE TO USER: This is a copy of the right of way plans check list created by Gerry Woltering, PLS, to aid with the creation and checking of IDOT District 3 Right of Way plans.   It is not complete, it has not been updated, and it does not fully agree with current IDOT policies.

TITLE BLOCK

1. *Verify that the route number is correct.   Don't show "RTE" after FAP SBI, ETC., show only in the marked route number.*

2. *Verify that the construction section number is correct.   If there are multiple construction section numbers on the job, the title block for each read*

3. *Place the bearing reference note above the bar scale*

CENTERLINE

1. *Centerline symbol and line weight must match IDOT CADD cell library.*

2. *Show stationing as in IDOT CADD cell library.*

3. *Assign Job limits at a +00 or +50 outside the acquisition area*

4. *Verify that all elements of curve data are in agreement and match the centerline.   Show the curve data as depicted in the IDOT CADD cell library.*

5. *Show centerline bearings.*

6. *Show equations and angles at centerline intersections.*

7. *Show bridge and culvert centerline stations.*

8. *Label where construction section numbers change.*

9. *Show tangent lines as dashed lines.*

SECTION LINES AND CORNERS

1. *Section line symbol must match IDOT CADD cell library. Label section lines.*

2. *Section corner symbols must match IDOT CADD cell library.   Section numbers around section corner symbols must be north oriented.   Section*

corner notes must state what was found or set, monument record document number, and station and offset of corner.

3. *Verify that the monument record document number in the section corner note was copied properly from the recorded monument record.*

4. *Show closing section jogs pictorially correct and to scale.*

5. *Show section, township, range and principal meridian as in provided example.*

6. *Show bearings and distances from all section or quarter section corners near the subject route to all section or quarter section corners establishing property lines.*

SUBDIVISIONS

1. *Show subdivision lot and block numbers.*

2. *Show station and offset at block corners in platted areas.*

3. *Show and dash lot lines that are within the existing right of way.*

4. *Show subdivision names.*

5. *Show subdivision recording information under the subdivision name.*

6. *Show lot record distances in parenthesis.*

7. *Easements and setback lines on a recorded subdivision plat need to be shown if in an affected area.*

PROPERTY LINES

1. *Label all property lines with* $\mathbb{P}$ *.*

2. *Dash property lines that are within the existing right of way.*

3. *Show same ownership land hooks.*

4. *Show stations along property lines of the property line projected to the centerline.*

5. *Show document or book and page numbers in discrepancy areas.*

6. *Use different parcel numbers for parcels of non-contiguous property having the same ownership.*

PARCEL DATA   FOLLOW THE PROVIDED EXAMPLE

1. *Parcel number style matches example.*

2. *Parcel prefix will be assigned IDOT. Verify that it is correct.*

3. *List one owner name and et al., et ux., if more that one owner.*

4. *Check owner's name against title commitment.*

5. Total Holding = the compilation of all property listed on the title
   commitment including schedule B. Use plat book acreage on large tracts.
   Verify acreage at the assessor's office.

6. Total R.O.W. Required = the combined area of the new r.o.w. required and
   the area in the existing r.o.w. owned by a parcel.

7. Area in Existing R.O.W. = the area within the existing r.o.w. owned by a
   parcel that IDOT will be purchasing.

8. Net R.O.W. required = the area of new r.o.w. IDOT will be purchasing.

9. Remainder = the Total Holding minus the Total R.O.W. Required.

10. Mathematically check all required areas.

11. Provide IDOT a computation sheet for each parcel.

12. Show +/- after all areas except Area in Existing R.O.W. If Area in
   Existing R.O.W is zero, leave it and Net R.O.W. required off.

13. All urban parcel areas will be shown in square feet. Any rural areas
   less than 0.1 acre must be shown in square feet.

14. State purpose of temporary and or permanent easements after area
   table.

15. Show remainder area on each side of an ownership that is split by an
   acquisition.

EXISTING R.O.W.

1. Existing R.O.W. line symbol must match IDOT CADD cell library.
   Label existing R.O.W. lines as in provided examples.

2. Show all utilities that are off the existing R.O.W.

3. Show existing fence lines.

4. Show station and offset at all property line with existing right of way
   line intersections.

5. Show station and offset at all existing right of way bend points.

6. Show all R.O.W. markers found. Show station and offset on all R.O.W.
   markers. Show station and offset at the actual R.O.W. corner, or
   distance and direction from the found R.O.W. marker to the actual R.O.W.
   corner if not the same.

PROPOSED R.O.W.

1. Proposed R.O.W. line symbol must match IDOT CADD cell library.
   Label proposed R.O.W. lines as in provided example.

2. Show buildings if within 75 feet of Proposed R.O.W. line.
   Label or letter buildings according to use.

3. *Show distance between proposed R.O.W. lines and buildings.*

4. *Show stations and offsets at all property line with proposed right of way line intersections.*

5. *Show all trees of value in proposed R.O.W. areas.*

6. *Show all advertisement signs in proposed R.O.W. areas.*

7. *Show all other improvements in proposed R.O.W. areas that will affect acquisition costs.*

8. *Follow the Land Acquisition Manual for placement, break points and termination of proposed R.O.W. lines.*

EASEMENTS

1. *Temporary easement line symbol must match IDOT CADD cell library. Label Temporary Easement lines as in provided examples.*

2. *Permanent easement line symbol must match IDOT CADD cell library. Label Permanent Easement line as in provided examples.*

3. *Operating railroad parcels will be PERMANENT EASEMENTS. Railroad Permanent Easements must be tied into railroad mile marker on plan sheet and in the description.*

4. *Show all trees of value in Temporary and Permanent easement areas, and show sizes.*

5. *Items in Temporary easement areas that will not be disturbed during construction must be labeled on the plan sheet and premise plats.*

6. *Show advertisement signs in Temporary and Permanent easement areas.*

7. *Show other improvements in Temporary and Permanent easement areas that will affect acquisition cost.*

ACCESS CONTROL

1. *Proposed and existing access control line symbols must match IDOT CADD cell library.*

2. *Label access control lines.*

3. *Existing access control lines must be in proper locations.*

4. *Proposed access control lines must be in proper location and designed with minimal corner posts.*

5. *Label existing and proposed access control begin and end points.*

6. *Label access and frontage roads.*

7. *Show bearings on access and frontage roads.*

OTHER ROADS

1. *Label cross road and main road names and numbers.*

2. *Show bearings on side street centerlines.*

3. *Show driveways.*

4. *Show projected centerline stations along side street R.O.W. lines.*

DESCRIPTIONS

1. *All descriptions will be metes and bounds written clockwise.*

2. *Check all courses against plan sheets. All courses used in descriptions must be shown on plan sheet.*

3. *If mineral ownership has been severed from the surface ownership, add one of the following sentences after the legal description:*

4. *"Except therein mineral interest previously conveyed"*
   "Except therein mineral interest previously reserved"

5. *P.O.B.s and P.O.C.s will not be at the center of a section, unless a monument record is on file, or at a property corner located in a R.O.W. take that will be destroyed during construction.*

6. *Label P.O.C.s and P.O.B.s on plan sheets.*

7. *P.O.C.s must be monumented.*

8. *Submit legal descriptions on 8 1/2 x 11 double-spaced with the following information:*

> *Parcel No.*
> *Name*
> *Route*
> *Section*
> *County*
> *Job No.*
> *Station to Station*
> *T.E. or P.E. purposes*

MISCELLANEOUS

1. *The IDOT CADD cell library lines and symbols are to be used regardless of what appears on plan sheet examples that were prepared prior to this date.*

2. *Show "RECORDED AS..." above border in upper right corner.*

COUNTY	RECORDED AS
FORD	DOCUMENT NO._____
GRUNDY	DOCUMENT NO._____
IROQUOIS	DOCUMENT NO.__SLOT__ FILE_____
KANKAKEE	DOCUMENT NO._____
KENDALL	DOCUMENT NO.__FLAT FILE_____
LASALLE	DOCUMENT NO._____

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LIVINGSTON      DOCUMENT NO.__HIGHWAY PLAT BOOK NO._  PAGE_____
MARSHALL        DOCUMENT NO.__PLAT BOOK____PAGE _____
MCLEAN          DOCUMENT NO._____
PUTNAM          CABINET NO. __ENVELOPE _____
WOODFORD        DOCUMENT NO.__PLAT BOOK____PAGE _____
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3. Place north arrow at upper right corner of plan sheet. Use IDOT District 3 north arrow.

4. Use Approved Surveyors Certificate.
   Show license expiration date.

5. Surveyor's seal must be visible on prints.

6. Survey affidavit: The statement shown in Section 1270.56 6)P) of the minimum standards must be shown on the plan sheet.

7. Show creeks, creek names and direction of flow.

8. No lettering can be less than 1/10th inch.

9. Label all found monuments or list them in a table.

10. List old IDOT survey book numbers used in performing this survey.(lower left)

11. Show periods on abbreviations; Foot marks on distances, °,',″ marks on bearings.

12. Plan sheet size is 36″ x 24″. Inside border = 33.5″ x 22″.

13. Do not put Rt. or Lt. on stations and offsets unless they are within a few feet of the centerline.